

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 149

Alexandria, VA

1 May 1999

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 May 1999 unless otherwise indicated.

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This change includes all material written in JD 24-98, and MAP Items 7-99 and 15-99. Insert the attached pages and remove the corresponding pages. Remove pages B-3 through B-61; and D-3 through D-55. This cover page replaces the Change 148 cover page.

BRIEF OF REVISION

These are the major changes made by Change 149:

U2145;U2146. Explains time limitations for TDY of "180 days or more/180 days or less." Provides examples of TDY for training less than/more than 140 days.

U3100; U4105-F2(a). Clarifies authorized allowances when transportation involves other than the traveler's PDS.

U4400. Notes that schoolhouse training is an exception to the rule that the locality M&IE rate must be paid when the orders are silent.

Appendix B and D. Refers current listing of per diem rates to the Per Diem Committee website.



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JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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PART B: TRAVEL ORDERS**U2100 GENERAL**

A travel order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement. A travel order should be issued before the travel is performed. Reimbursement for travel is not authorized when the travel is performed before receipt of written or oral orders.

Generally, a written travel order is not necessary when:

1. travel is performed within the limits of a PDS or in the immediate vicinity of such station (local travel), and
2. it is known that the travel claim shall involve only reimbursement for commercial transportation or MALT for the use of a POC approved as being more advantageous to the Government.

If a travel order is not issued for local travel, approval on the voucher is sufficient for reimbursement purposes.

U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

A. Written Orders. A written order issued by competent authority is required for reimbursement of expenses incident to official travel. For the purpose of reimbursement, a written order that quotes or references an authority authorized to initiate the order is a competent order.

B. Oral Orders. Urgent or unusual situations may require that official travel begin or be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the order-issuing official shall promptly issue a confirmatory written order. An oral order:

1. given in advance of travel,
2. subsequently confirmed in writing giving the date of the oral order, and
3. approved by competent authority

meets the requirement for written orders.

C. Orders Not Originated by Competent Authority. Travel orders issued under unusual conditions and not originated by competent authority must be approved by the order-issuing official before reimbursement of travel expenses.

U2135 ITINERARY VARIATION

Travel orders may include authorization/approval for itinerary variation to permit:

1. omission of travel to places stated in the travel order,
2. changes in the order of places to be visited,
3. changes in the original specified time at a place stated in the travel order, and/or
4. travel to additional places not shown in the travel order.

Generally, the purpose of a trip and places of TDY are known when a travel order is issued. Variation in itinerary should not be substituted for adequate advance planning. This authority is not a blanket travel authorization.

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS

A. Amended, Modified, Canceled or Revoked Orders. When determining the entitlement to allowances for travel and transportation under PCS orders that are amended, modified, canceled or revoked before their effective date, the orders are considered as effective:

1. when received by the member for travel performed by the member or dependents, or
2. for any transportation of HHG, mobile homes or POVs begun or completed,

even though leave, delay, proceed time, or TDY en route is involved.

B. Blanket or Repeated Travel Orders. Blanket or repeated travel orders do not expire upon the member's return to the PDS. They continue in effect until expiration by time limit, by automatic cancellation upon PCS, or revocation.

★ U2145 TIME LIMITATIONS FOR PERIODS OF TDY

A. 180 Day Time Limitation. Except when authorized under subpar. B, TDY assignments at any one location are limited to periods of 180 or less days. Bona fide extensions of such assignments that, when added to the originally authorized period, total 181 or more days may be directed. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to:

1. personnel under TDY orders assigned to military units deployed afloat as indicated in pars. U4102-J and U4102-M;
2. personnel assigned to periods of TDY at more than one location that total 181 or more days if the period of duty at each location is 180 or less days; or
3. personnel TDY for training less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

NOTE: *Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of permanent (duty) station), except when the course is authorized as TDY under par. U2146-B.*

B. TDY Periods in Excess of 180 Days. When circumstances or exigencies of the Service require TDY at one location for more than 180 days, the appropriate authority determines if TDY is appropriate. This determination should be made before the orders are issued. If the nature of the case does not permit delay, orders may be issued and the case submitted immediately to the appropriate authority who shall:

1. approve the orders as written, or
2. direct the orders be amended to:
 - a. terminate the duty returning the member to the old station or assigning a new station,
 - b. change the assignment from TDY to a PCS, or
 - c. fix the period at 180 or less days from the date of reporting to the TDY station.

The appropriate authority for authorizing/approving TDY assignments in excess of 180 days at any one location shall be the Secretary concerned, the chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Unified and Specified commands. This authority shall not be redelegated.

★ U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION**A. TDY for Training Less Than 140 Days (20 Weeks)**

1. General. Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U4102-E. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under subpar. B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150 day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, June 17, 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

NOTE: A member's PCS orders to a course of instruction may not be changed to TDY orders after arrival at the new PDS, unless those orders were erroneously issued.

Effective 5 December 1997

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize designated courses (excluding initial entry courses) scheduled for:

1. 20 or more weeks,
2. but not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same (*Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.*). For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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PART B: TRAVEL BY COMMON CARRIER**★ U3100 GENERAL**

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. A member may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) for that portion of an indirect route traveled for personal convenience. Government procured transportation or a contractor-issued Government travel charge card may be used only for that portion of a trip properly chargeable to the Government. Any additional expense must be paid by the traveler. All time not justified as official travel must be charged as leave.

1. Less than premium-class accommodations must be used for passenger transportation, unless an exception in par. U3125 or par. U3130 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the member's or Service needs require use of these accommodations,
3. travelers may not be reimbursed for travel at personal expense on vessels/aircraft of foreign registry, except as specified in pars. U3125-C and U3130-D, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). A member on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a **non-PDS** location:

1. the traveler must pay excess travel/transportation costs; and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while member is on official leave, see par. U4105-F.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

A. General. A member who purchases common carrier transportation at personal expense for the entire ordered travel (other than transoceanic travel) is entitled to reimbursement of the actual transportation cost, except when a specific transportation mode is:

1. directed,
2. furnished by a foreign government, or
3. available via Government-contracted transportation (par. U3115).

In these cases, no reimbursement is allowed. As prescribed in subpar. B, below, and par. U3115, reimbursement is limited when a member performs transoceanic travel, other than on an oceangoing car ferry, at personal expense to the cost of accommodations, prescribed in pars. U3125, U3130 and U3135, and used. See Part D for POC reimbursement information.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel-Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (as distinguished from directed) and transoceanic travel is performed by common carrier at personal expense, the member is entitled to reimbursement for the transportation cost up to the amount the sponsoring Service would have paid for the available transportation. If both Government and Government-procured transportation are available, the lower priced one is the measure of maximum reimbursement. When Government/Government-procured transportation is not available, the member is entitled to reimbursement for the transportation cost up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If air travel is medically inadvisable for the member, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-D.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 REIMBURSEMENT WHEN TRANSPORTATION MODE OR GROUP TRAVEL IS DIRECTED

A. Travel Directed. When a member, individually or as part of a group, is directed (as distinguished from authorized) to travel by a specific transportation mode (Government/Government-procured, transoceanic or transportation furnished by a foreign Government or Government contractor), reimbursement and the payment of a mileage allowance is prohibited for transportation at personal expense unless the authority responsible certifies that the directed mode was not available at the time and place required to comply with the orders.

B. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus, streetcar fares) incurred in the performance of TDY are allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL

A. Use of Travel Offices. In arranging official travel, personnel are required to use the following in accordance with DoD 4500.9-R (DTR), Part I:

1. CTO (see Appendix A for definition);
2. in-house travel office;
3. General Services Administration (GSA) Travel Management Center (TMC).

Except as indicated in subpar. B below, the order-issuing official must authorize/approve that unusual circumstances exist for a traveler to be reimbursed for transportation procured directly from a common carrier or a CTO not under Government contract.

B. Exceptions in Foreign Countries. Except in Canada and Mexico, use of travel agents not under contract to the U.S. Government is authorized only when services of a contract CTO are not reasonably available and ticketing arrangements cannot be secured from a branch office or general agent of an American-flag carrier. (DoDI 4500.42 prescribes DoD policy regarding passenger transportation reservation and ticketing services.)

C. Travel Agency Use for Group or Charter Arrangements for NOAA Corps and PHS Members. Group or charter arrangements available through travel agents may be used by members of the NOAA Corps and PHS if:

1. before travel, an administrative determination is made that the reduced fares available through these arrangements result in a savings to the Government; and
2. travel by group or charter arrangement does not interfere with the performance of official business.

In these cases, if transportation payment cannot be made directly to a carrier by the Government, the traveler pays the travel agent for the transportation. A receipt for the transportation cost (if \$75 or more) must accompany the voucher. Reimbursement may not exceed the cost of accommodations authorized under this Chapter (B-103315, August 1, 1978).

D. Travel Agency Use to Obtain Transportation on Vessels or Aircraft of Foreign Registry. Reimbursement for transportation may not be authorized for travel at personal expense on vessels or aircraft of foreign registry unless the conditions in par. U3125-C or U3130-F are met.

E. Payment to Travel Agency. No payment may be made to a travel agency for transportation charges in excess of those properly chargeable had the requested service been obtained by the traveler directly from the carrier(s) involved.

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that:
 - a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
 - b. members should determine travel requirements in sufficient time to use coach-class accommodations;
 - c. first-class accommodations may be used only as permitted in subpar. 3;
 - d. premium-class other than first-class accommodations may be used only as permitted in subpar. 4;
 - e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
 - f. less than minimum standards may be authorized as permitted in par. U3100; and

g. when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoD 4500.9-R (Defense Transportation Regulation (DTR), Part I);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

3. First-Class Air Use. First-class air accommodations may be authorized/approved only when necessary because:

- a. lower class accommodations are not reasonably available. In subpar. B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's proposed arrival time. Reasonably available does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.
- ★ b. a member is so handicapped or otherwise physically impaired that other accommodations cannot be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-B and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.
- c. of exceptional security requirements. Examples are:
 - (1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;
 - (2) agents of protective details accompanying individuals authorized to use first-class accommodations; and
 - (3) couriers and control officers accompanying controlled pouches or packages.

First-class accommodations may be used without authorization/approval only when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When that is the case, the transportation officer/agent must make an appropriate entry on the travel order, travel voucher, or other travel-related document as appropriate.

4. Premium-Class Other Than First-Class Use. Premium-class other than first-class accommodations use may be authorized/approved only when:

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a member's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See subpar. C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B6).
- h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. ***Paragraph U4325-D prohibits a rest period when travel is authorized by premium-class accommodations.***

5. Documentation Requirements

- a. Orders. Travel orders authorizing premium-class accommodations should be annotated "(first/premium class or premium-class other than first-class) authorized by (cite reference)." When the travel orders do not authorize premium accommodations use, first/premium class or premium-class other than first-class service may be provided if the original order, and copies thereof, are annotated that "(first/premium class or premium-class other than first-class issued, only first/premium class or premium-class other than first-class available between authorized origin and destination points.)"
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. ***In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.***

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Definition of U.S. For the purposes of this subpar., U.S. means the 50 states, District of Columbia, territories, and possessions of the U.S. (49 U.S.C. §40102).
2. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in subpar. 3, U.S. flag air carrier service is available if:
 - a. the carrier performs the commercial foreign air transportation required, and
 - b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629(1977)).
3. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.
 - a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
 - c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
 - d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
 - e. Foreign air transportation is fully paid for directly, or later reimbursed by a foreign government, an international agency, or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
 - f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
 - g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) extend travel time by at least 6 hours or more; or
 - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The order-issuing official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***
- k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).
- l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).
- m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).

4. Nonavailability Documentation. When the order-issuing official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

5. Air Travel Schedule Selection

- a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:
- (1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;
 - (2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) when schedule selection leaves the traveler at a location from which there is no choice but to use noncertificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in subpar. a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

Schedule I			
Monday/Tuesday/Thursday/Saturday/Sunday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II			
Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III			
Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV			
Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in subpar. a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

6. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier ***is not payable*** (41 CFR §301-10.143).

U3130 COMMERCIAL VESSEL TRANSPORTATION

A. General. Commercial vessel transportation may be directed for transoceanic travel only for operational reasons and may be authorized/approved only as prescribed in subpar. B. A member and/or dependents may have travel by car ferry authorized/approved as specified in par. U5116-C3. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization To Use Commercial Vessel. Commercial vessels use may be authorized/approved by the order-issuing official when:

1. the travel can be completed only by vessel;
2. the travel can be performed more economically or efficiently by vessel; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and vessel transportation is the only reasonable alternative.

C. Accommodations on Vessels. Members who travel by ship shall use lowest class ship accommodations. Travel by ocean vessel shall be authorized/approved at as high a level as practicable. First-class vessel accommodations may be used only as permitted in subpar. D.

D. Authorization/Approval for First-Class Vessel Accommodations Use

1. Authorization/Approval. A transportation officer may authorize/approve first-class accommodations use under the circumstances specified in subpar. E except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.
2. Requirements. Authorization for first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

E. First-Class Vessel Accommodations Use. First-class accommodations may be authorized/approved only when:

1. no other accommodations are available;
2. necessary to accommodate a member's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose use of lowest-class accommodations would entail danger to member's life or Government property;
- b. agents of protective details accompanying individuals authorized to use first-class accommodations; and
- c. couriers and control officers accompanying controlled pouches or packages.

F. U.S. Registry Vessel Use

1. General. U.S. flag vessels shall be used except as provided in subpars. 2 and 3 (46 U.S.C. §1241(a)), and applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When vessel transportation is authorized/approved and a U.S. flag vessel cannot provide the transportation service required, transportation may be obtained aboard a foreign flag vessel although U.S. flag vessels may be available (B-190575, May 1, 1978).

2. U.S. Flag Vessel Use Impractical. When U.S. flag vessels use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag vessel use. Documentation required by par. U3125-C4 explaining why U.S. flag vessel use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

3. U.S. Flag Vessel Unavailable. When U.S. flag vessels are not available, the transportation/other appropriate officer may authorize/approve foreign flag vessel use. Documentation required by par. U3125-C4 is used explaining why U.S. flag vessels are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

4. Determination Required. The authorizations/approvals referred to in subpars. 2 and 3 are not based on inconvenience in securing transportation on U.S. flag vessels, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

U3135 TRAIN TRANSPORTATION

A. Policy. Except as noted in this paragraph, members who travel by train must use coach-class accommodations. When adequate reserved coach accommodations are available, order-issuing officials shall require that those accommodations be used to the maximum extent possible. For overnight travel, members shall use slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. First-Class Train Accommodations Use

1. Authorization/Approval. Under the circumstances specified in subpar. C, the transportation officer may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.

2. Requirements. Authorization for first-class train accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

C. Circumstances. First-class accommodations may be authorized/approved only when:

1. advantageous to the Government and no coach-class train accommodations are reasonably available. For the purpose of this paragraph, reasonably available means available and scheduled to leave within 24 hours of the member's proposed departure time, or scheduled to arrive within 24 hours of the member's proposed arrival

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in subpar. C.

E. Tips to Train Attendants. For a member who performs TDY travel and receives reimbursement (except a mileage allowance for the entire journey), tips of up to \$1 each calendar day to train attendants are reimbursable.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in subpar. A for the travel involved.

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION**U3500 GENERAL**

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their PDSs and TDY stations as prescribed in this Part. These expenses are those not specifically included in travel under orders as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

1. within the duty station limits (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers; or
2. within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official or as prescribed by local Service directives; or
3. separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius shall not be established to define a local commuting areas (59 Comp. Gen. 397 (1980)).

C. Travel To and From Medical Facilities. Uniformed members, who are ordered to a medical facility within the local area to take a required physical examination or to obtain a medical diagnosis and/or treatment, are on official business and may be reimbursed for the travel. Ordered travel includes additional visits if they are a part of the required physical examination. Uniformed members who travel to a Government or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment, are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

U3505 TRAVEL IN THE PDS AREA

A. General. Reimbursement for transportation expenses in the PDS area may be authorized/approved for travel between:

1. duty sites; or
2. residence and a duty site other than the usual duty site.

B. Travel by Commercial Means. When authorized/approved, a member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

1. local public transportation when tokens, tickets or cash fares are not furnished;
2. taxicab fares, plus tips (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents);
3. hire and operation of a special conveyance, including necessary parking fees.

C. Travel by POC

★ 1. General. When authorized/approved, a member who travels by POC is entitled to mileage based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see par. U4520, item 7). Payments of mileage and reimbursement of expenses shall be made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contribute funds to defray the POC operating expenses.

2. Duty and An Alternate Duty Site Within the Local Area. When a POC is used for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member shall be paid mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a carrier terminal for a TDY trip, par. U3320 applies.

EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member is **not** entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4

Member's one way commuting distance to PDS is 12 miles. In the morning the member drives to an alternate duty site (45 miles). In the afternoon the member returns to the PDS (67 miles). After completion of work member returns to residence, a distance of 12 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (24 miles). The member is paid for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5

Member's one way commuting distance to PDS is 35 miles. Member drives to the PDS (35 miles). Later, the member drives to alternate duty site #1 (50 miles) and then to alternate duty site #2 (25 miles). Member then drives to residence (10 miles).

In this case, the member is entitled to mileage for the distance that exceeds the normal commuting distance (70 miles). The member is paid for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).

EXAMPLE 6

Member's one way commuting distance to PDS is 20 miles. Member drives to PDS (20 miles). Later, the member drives to alternate duty site #1 (10 miles) and then to alternate duty site #2 (5 miles). Member then drives to residence (2 miles).

In this case, the member is not entitled to mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

U3510 TRAVEL IN THE TDY STATION AREA

A. Points of Travel. Reimbursement for transportation expenses in the TDY area may be authorized/approved for travel between:

1. lodging and duty site;
2. duty sites; or
3. lodging or duty site and dining facility.

B. Conditions for Entitlement. When a member is on TDY and suitable meals or lodging cannot be obtained at the duty site, reimbursement is authorized for travel as indicated below, if the member furnishes an acceptable statement that Government transportation was not available or, if available, was not suitable for the travel involved. Members may be reimbursed for:

1. one round trip daily between lodging and duty site;
2. not more than three round trips daily between the duty site or lodging and dining facilities. The member's commanding officer or order-issuing official must approve trips after the first;
3. no more than 30 miles for each round trip unless the order-issuing official approves the use of a more distant facility as being in the Government's best interest; or
4. if attendance at a Service school is involved, no more than the distance within which suitable lodging and meals were available as indicated by a statement of the commanding officer or the designated representative of the installation concerned.

C. Travel by Commercial Means. When authorized/approved, a member who uses commercial transportation is entitled to reimbursement of:

1. fares actually paid for local public transportation;
2. when advantageous to the Government, taxicab fares plus tip (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents); and
3. when advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

D. Travel by POC. If authorized/approved, a member who travels by POC in and around the TDY station is entitled to the same reimbursement as a member who travels in and around a PDS (see par. U3505-C).

U3535 TRAVEL BETWEEN PDS DUTY SITE AND RESIDENCE

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare paid by a member between the office or duty site and residence may be authorized/approved under the following conditions:

1. the member is dependent on public transportation for travel,
2. the member is officially ordered to work outside of what are, for that member, regular working hours, and
3. travel is during hours of infrequently scheduled public transportation or darkness.

Reimbursement for taxicab fares plus tip (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents) may be authorized/approved in accordance with Service regulations. Authorization/approval indicating taxi use as advantageous to the Government may be written separately or on the reimbursement voucher.

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 2, Part F.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation. Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized/approved. Such rate may not exceed \$25 and the order-issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in Appendix B, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in Appendix B, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under Appendix B, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

E. Member Dies While in a TDY Status. When a member dies while in a TDY status, entitlement to per diem accrues through the date of death. Entitlement to reimbursement for transportation or a MALT accrues from the old station (or last TDY station) to the place

of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY While on Leave

1. TDY at Leave Point. A member on leave away from the PDS who receives orders to perform TDY at the leave point is entitled to per diem for the TDY performed in compliance with the orders.

2. TDY at Other Than Leave Point

★ a. Authorized to Resume Leave Upon Completion of TDY. A member on leave away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station, and from the TDY station to the leave address. Per diem is payable for the period at the TDY station plus transportation, see paragraph U3100-B.

b. Directed to Return to PDS Upon Completion of TDY. A member away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station and from the TDY station to the PDS. Per diem is payable for the period at the TDY station.

c. Directed to Proceed to New PDS Upon Completion of TDY. A member is entitled to the travel and transportation allowances prescribed for PCS for travel performed from the old PDS to the leave address or to the place orders were received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS. The member is also entitled to the travel and transportation allowances prescribed for PCS for travel performed from the leave address or place of receipt of orders, as applicable, to the TDY station and from the TDY station to the new PDS. Per diem also is payable for the TDY directed at the TDY station.

G. Orders Canceled While Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY Within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

In computing per diem allowances where the international dateline is involved, the computation is based on actual elapsed time.

Effective 1 October 1998

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

A. General. Per diem computed under this Part is based on the lodgings-plus system. The total amount may not exceed the applicable locality rate. The member is required to state on the voucher the lodging cost for each day in a travel status. Receipts are required for lodging, except that a statement instead of a receipt is accepted for the fee or service charge incurred for the use of Government quarters if authorized in regulations of the Secretary concerned. If receipts have been lost or destroyed or are impractical to obtain, a statement explaining the circumstances are furnished with the voucher, including the name and address of the lodging facility, the dates the lodging was obtained, whether others shared the room, and the cost incurred.

1. Lodging Expense. The amount allowed for lodging expense is the amount incurred or the maximum amount prescribed in Appendix B, or D for lodging for the locality concerned, whichever is less. Lodging cost incurred for the use of other than Government quarters for any day on which Government quarters were available is reimbursed as prescribed in Part E. ***(NOTE: The maximum amount allowed for lodging in CONUS (see Appendix D) does not include an amount for lodging taxes. Taxes for lodging in CONUS are a separately reimbursable travel expense. The maximum amount allowed for lodging OCONUS (see Appendix B) includes an***

amount for lodging taxes. Lodging taxes for lodging OCONUS are not separately reimbursable.)

a. Commercial Lodging. Except as provided for double occupancy in subpar. c, when a member uses commercial lodging facilities (for example, hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

b. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.

c. Double Occupancy. If a lodging receipt shows a charge for double occupancy, that fact is shown on the voucher with the name and organization or employing agency or office of the person sharing the room if the person is a uniformed member or Government employee on official travel. In this case, the member is allowed one-half of the double occupancy charge. If the person sharing the room is not another uniformed member or Government employee on official travel, identification of the person sharing the room is not required and the member may be allowed the single room rate. The member is required to provide the single room rate.

d. Lodging With Friends or Relatives. If a member stays with friends or relatives while on TDY, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.

e. Lodging in Other Than Commercial Facilities. When no commercial lodging facilities are present (for example, in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (for example, world fairs or International Sporting Events), costs of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide an explanation of the circumstances which is acceptable to the order-issuing official or designated representative.

f. Lodging Not Available at TDY Station. The locality per diem rate or the actual expense ceiling for the location where lodging is finally obtained is used for computation when a member performs TDY at a place where neither Government nor commercial

PART E: GOVERNMENT MESS USE/AVAILABILITY**U4400 GOVERNMENT MESS**

A. Mess Available. Government mess must be used to the maximum extent practicable by members quartered on-base.

B. Mess Not Available. A Government mess is not available:

1. when Government lodgings on the installation are not available to a member while on official travel (see par. U1045);
2. on travel days; or
3. when an order-issuing official determines:
 - a. the use of the mess adversely affects mission performance;
 - b. there's excessive distance between the mess and place of duty, and/or the mess and place of lodging;
 - c. transportation is not reasonably available between the mess and place of duty, and/or the mess and place of lodging; or
 - d. duty hours and mess operating hours are not compatible.

C. Travel Order/Voucher Documentation. Travel orders must direct the Government or proportional meal rate if one of these rates is to apply. If one of these rates is directed, but during the trip the Government mess is not available, the member shall be reimbursed:

1. the locality M&IE meal rate if all three meals were not available; or
2. the proportional rate if one or two meals were not available,

as long as the authorizing official accepts the member's certification of non-availability.

★ ***NOTE:*** *When orders, with the exception of those to schoolhouse training (see par. U4125-A3b(3)), do not direct the Government or proportional meal rate, the locality M&IE rate shall be paid (see par. U4125-A3g for deductible meals).*

PART F: TRANSPORTATION OF MOBILE HOMES**U5500 GENERAL**

This Part prescribes mobile home allowances and transportation entitlements for members ordered to make a PCS move. It also covers mobile home transportation under unusual or emergency circumstances, such as return of dependents from OCONUS in advance of the member's PCS. A member ordered on a PCS or the dependent of a deceased member entitled to HHG transportation at Government expense, is entitled to temporary storage (par. U5555) and transportation allowances (par. U5510-A and U5510-B1) for a mobile home from the old PDS to the new PDS (when both are located in CONUS or Alaska, or one is located in CONUS and the other in Alaska) or between other points authorized in this Part. Except as provided in par. U5505-B, U5515-G, and U5540-A, mobile home transportation allowances are in lieu of unaccompanied baggage and HHG transportation and are only authorized within CONUS, within Alaska, and between CONUS and Alaska. When PCS orders direct TDY en route, shipment of the temporary change-of-station weight allowance under Chapter 4, Part G, is authorized as well as mobile home allowances. The Service concerned shall prescribe the necessary regulations governing the preparation of vouchers and supporting documents.

U5502 CONDITIONS FOR ELIGIBILITY

Mobile home allowances are authorized provided all of the following conditions exist:

1. the mobile home is acquired on or before the effective date of the member's orders;
2. the mobile home is intended for use as a residence by the member or member's dependents;
3. the mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's expense and to the Government's satisfaction to withstand the rigors of transport under par. U5510; (See par. U5505-E for those costs of preparing the mobile home body and chassis which are reimbursable or which may be made at Government expense.);
4. the member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540 or U5545; and
5. the member would be otherwise entitled to transport HHG at Government expense.

U5505 BASIC ENTITLEMENTS

A. Definition. Transportation entitlements ("transport") in this Part include packing, pickup, line-haul or drayage, delivery and unpacking.

B. Between PDSs Within CONUS, Within Alaska, and Between a PDS in CONUS and a PDS in Alaska. A member entitled to mobile home allowances is entitled to mobile home transportation from the old PDS to the new PDS. The cost of this transportation is limited to the total cost to the Government to transport the member's PCS weight allowance between the same points. When husband and wife are members and each is entitled to a mobile home allowance, their prescribed PCS weight allowances may be combined for the purpose of determining the maximum amount the Government may pay for the mobile home move for the transfer of both members under PCS orders between points at which they both maintain a residence in the mobile home.

C. Between a PDS in CONUS or Alaska and a PDS Not in CONUS or Alaska

1. General. A member or, in the case of death of the member, the member's dependent, is entitled to mobile home allowances:
 - a. within CONUS, or

- b. within Alaska, and
- c. between CONUS and Alaska, or
- d. from the old PDS in CONUS or Alaska to a border crossing point or appropriate port, or
- e. from a border crossing point or appropriate port to a new PDS within CONUS or Alaska.

A border crossing point is a crossing point between CONUS or Alaska and Canada or Mexico normally used for movement of a mobile home. An appropriate port is a port within CONUS or Alaska normally used when a member transports a mobile home at personal expense between a port in CONUS or Alaska and a PDS not in CONUS or Alaska. In addition to the mobile home allowances authorized in this subparagraph, the member also may transport HHG at Government expense from the old to the new PDS. However, the total amount the Government pays for mobile home transportation to or from a border crossing point or appropriate port and for transportation of the member's HHG between the old and new PDSs may not exceed the amount it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS (See example in subpar. 6). When both husband and wife are members, and each is:

- a. entitled to a mobile home allowance, and
- b. each is authorized movement of a mobile home on PCS orders,

their prescribed PCS HHG weight allowances may be combined for determining the maximum amount the Government may pay for the mobile home move.

2. Single Member/Concurrent Travel Performed. A member:

- a. without dependents, or
- b. whose dependents travel concurrently to the new PDS outside CONUS or Alaska

is entitled to mobile home transportation to a selected point as in subpar. 3 below.

NOTE: Selected point is a location within CONUS or Alaska where the mobile home is kept while a member and dependents (or single member) is at a PDS OCONUS or in Hawaii.

3. Dependents Travel to Designated Place or Selected Point in CONUS or Alaska. When, incident to a PCS from a PDS within CONUS or Alaska to a PDS outside CONUS or Alaska, and member's dependent(s):

- a. travel to a designated place in CONUS or Alaska, or
- b. choose to establish a residence in a mobile home at a selected point in CONUS or Alaska even though concurrent travel to the member's new PDS is authorized,

the member is entitled to mobile home transportation to the designated place or selected point at a cost up to the amount it would have cost the Government to transport the member's PCS HHG weight allowance, less any weight of baggage or HHG shipped under the same PCS orders, from the old PDS or place last transported at Government expense, to the designated place or selected point. In this circumstances, the member also may transport HHG to the new PDS, however, the total amount the Government pays for transporting:

- a. the mobile home and HHG to the designated place or selected point, and
- b. the member's HHG to the new PDS

may not exceed the amount it would have cost the Government to transport the member's PCS weight allowance between the old and new PDSs. (See example in subpar. 6.)

4. Dependents Travel from Designated Place in CONUS or Alaska. When dependents ultimately are authorized to travel from the designated place in CONUS or Alaska to the member's new PDS outside CONUS or Alaska, the member is entitled to mobile home transportation from the designated place to:

- a. the border crossing point between CONUS or Alaska and Canada or Mexico normally used for movement of a mobile home, or
- b. a port within CONUS or Alaska normally used when a member transports a mobile home at personal expense between a port in CONUS or Alaska and a PDS outside CONUS or Alaska.

In addition to the mobile home transportation, the member also may transport HHG at Government expense from the designated place in CONUS or Alaska to the new PDS; however, the amount the Government pays for transporting:

- a. the mobile home to the border crossing or appropriate port, and
- b. the member's HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) from the designated place to the new PDS

may not exceed the amount it would have cost the Government to transport the member's PCS weight allowance from the designated place to the new PDS, less any weight of baggage or HHG actually moved under the same PCS orders from the CONUS or Alaska to new PDS. (See example in subpar. 6.)

5. Return from PDS Outside CONUS or Outside Alaska. A member is entitled to mobile home transportation:

- a. within CONUS or Alaska and,
- b. between CONUS and Alaska from the designated place in CONUS or Alaska, or
- c. the selected point in CONUS or Alaska to the new PDS.

However, payment is limited to what it would have cost the Government to transport the member's PCS weight allowance (less any weight of HHG actually transported under the same PCS orders), from the designated place or selected point to the new PDS. The member also may transport HHG at Government expense from the old to new PDS. However, total reimbursement for transporting the mobile home and HHG is limited to the amount it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS. (See example in subpar. 6.)

6. Example. Incident to a transfer from a PDS in California to a PDS in Germany, a member is entitled to transportation of 12,000 pounds of HHG. The member transports a mobile home and 1,000 pounds of HHG (removed from the mobile home to meet safety requirements under par. U5515-G) from the old PDS to Cleveland, Ohio, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the Government pays for transporting the mobile home and the 1,000 pounds of HHG to Cleveland and the 4,000 pounds of HHG to Germany may not exceed the cost to the Government for transporting the member's PCS HHG weight allowance of 12,000 pounds from the old PDS in California to the new PDS in Germany.

D. Upon Separation from Service, Relief from Active Duty, Placement on Temporary Disability Retired List (TDRL), or Retirement. To be entitled to the mobile home allowances, the mobile home must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

E. Allowable Costs. When a mobile dwelling is transported by Government-procured transportation under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, allowable costs are limited to the following:

1. the carrier's charges for actual mobile home transportation not to exceed charges published in mobile home carrier tariffs approved by the Interstate Commerce Commission, or a similar state regulatory body, applicable for a mobile home of the size and type and for the distance transported;
2. ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a state or municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining these permits;
3. charges for a pilot (flag) car or escort services, if required by state law;
4. temporary storage costs (see par. U5555);
5. fuel and oil;
6. parking or dockage fees en route;
7. expando charges;
8. charges for anti-sway devices;
9. rental and transportation of extra axles with wheels and tires when required;
10. over-dimension charges and permits;
11. installation and removal of temporary lights;
12. labor costs for blocking and unblocking (including anchoring/unanchoring) at origin and destination;
13. labor costs associated with repair and replacement of tubes and tires;
14. wrecker service when certified necessary by the responsible transportation officer;
15. circuitous routing when required;
16. packing and unpacking of HHG associated with the mobile home;
17. disconnecting and connecting utilities;
18. labor cost for removal and installation of skirting;
19. cost of separating, preparing, and sealing each section for movement and reassembling the two halves of a double-wide mobile home;
- ★ 20. other costs not prohibited in subpar. F as determined necessary by the transportation officer; and
21. other special services as determined necessary by the transportation officer.

Items 5 and 6 apply only when the mobile home is transported by the member or dependents.

F. Costs Not Allowed. When a mobile home is transported by the Government under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, with the exception of those costs listed in subpar. E, the following costs shall not be allowed:

1. all costs for replacement parts, structural repairs, brake repairs, tire purchases, and for any repairs or maintenance performed en route, except as provided in subpar. E, item 13 (member should ensure that body, frame, springs, wheels, brakes, and tires are in good condition; any extra HHG placed in the mobile home must not result in an overload condition that could result in damage and repair charges);
2. all costs of insurance or excess valuation over the carrier's maximum liability as stated in the carrier's tariffs; and
3. all costs of special handling requested by the member.

U5510 METHODS OF SHIPMENT

A. Government-Procured Transportation. At the request of a member or dependent entitled to mobile home allowances, and subject to the member's or dependent's written agreement to pay any excess costs involved (see par. U5505-F), the Government shall arrange for transportation of the member's mobile home by commercial or Government means to and from the points authorized in this Part and pay all transport costs, up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS, or between transport points otherwise authorized in this Part. The measure of entitlement for mobile home transportation for a lesser distance than that authorized is the cost for transportation of the member's PCS weight allowance for the authorized distance rather than the lesser distance the mobile home was actually transported. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

B. Reimbursement for Personally-Procured Transportation

1. General. A member or, the dependent of a deceased member, entitled to mobile home allowances under par. U5500 may transport a mobile home at personal expense or arrange or contract personally with a commercial transporter (see Appendix A) for transportation and be reimbursed for the transportation cost (as prescribed in subpars. 2, 3, and 4) up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS or between points otherwise authorized in this Part. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

2. Mobile Home Designed To Be Moved Overland by Towing. Reimbursement shall be for actual transportation costs subject to the limitations contained in pars. U5505-E and F. Reimbursement shall not exceed that provided for in subpar. 1. Reimbursement is authorized for temporary storage in par. U5555.

3. Self-Propelled Mobile Dwelling Driven Overland. Reimbursement for a self-propelled mobile dwelling driven overland shall be:

- a. at the automobile mileage rate (see Appendix A) or
- ★ b. for actual transportation costs subject to the limitation contained in pars. U5505-E and F.

for the official distance between the points authorized in this Part. *Reimbursement shall not exceed that provided for in subpar. 1.* Reimbursement is authorized for temporary storage as provided for in par. U5555.

4. Self-Propelled Mobile Dwelling Driven Over Water. Reimbursement shall be:

- ★ a. for actual transportation costs subject to the limitations contained in pars. U5505-E and F, or
- b. at the automobile mileage rate (see Appendix A) per overland mile for the official distance between the points authorized.

Reimbursement shall not exceed that provided for in subpar. 1. Reimbursement is authorized for temporary storage as provided for in par. U5555.

U5515 FACTORS AFFECTING MOBILE HOME TRANSPORTATION

A. Election of Mobile Home Allowances. Applications for Government mobile home transportation under par. U5510-A and claims for reimbursement under par. U5510-B must be supported by a member-signed statement that the member:

1. understands that application for shipment or acceptance of payment for mobile home transportation precludes unaccompanied baggage and HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable (unless such HHG were removed from the mobile home for safe transportation under subpar. G); and
2. has not requested or accepted payment for and shall not request or accept payment for transportation of the member's PCS weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable.

Member may receive allowances for mobile home transportation to a designated place under par. U5505-B2 and may later ship unaccompanied baggage and HHG or transport a mobile home under par. U5505-B3.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently ship HHG under par. U5330-F5.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported therefrom to the proper destination upon authorization/approval of the appropriate transportation officer of the Service concerned. In such cases, the member's obligation shall not exceed that which would have been incurred had shipment been made to the proper destination by the direct route.

D. Orders Amended, Modified, Canceled, or Revoked. When under par. U5510-A or B, a member's mobile home is transported after PCS orders are received and such orders are later amended, modified, canceled or revoked, the member is entitled to mobile home allowances to the original destination (if transportation thereto was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate. Each segment of such moves shall be computed separately.

E. Mobile Home Transportation from Prior PDS. When a member's mobile home has been retained at some prior PDS, mobile home allowances are authorized from the last PDS:

1. to which unaccompanied baggage and HHG were transported at Government expense;
2. to which mobile home allowances were paid; or
3. at which eligibility to elect mobile home allowances first accrued;

whichever may have occurred last, to the new PDS.

F. Transportation Before Orders Issued. In case of emergency, exigency of the Service, or when required by Service necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. U5510-A or B before PCS orders are issued, as provided in par. U5330-G. The member is entitled to reimbursement under par. U5510-B only if PCS orders are later issued, and the reimbursement voucher is supported by a certificate of the order-issuing official or the designated representative that the member was advised before the mobile home was transported that these PCS orders would be issued.

G. HHG Removed from Mobile Home to Meet Safety Requirements. HHG which would otherwise be authorized transportation at Government expense under Part D, and which must be removed from a mobile home to meet safety requirements, may be transported at Government expense under par. U5330-F5.

U5520 EXCESS COSTS FOR MOBILE HOME TRANSPORTATION OF SEPARATED MEMBER, DECEASED MEMBER, AND HEIRS OF DECEASED MEMBERS

Upon a member's:

1. discharge, resignation, or separation from active duty resulting in a nonpay status, or
2. decease, and
3. when authorized by Service regulations,

transportation of mobile homes involving excess costs (see par. U1010-B8) may be made. The Government is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation out of personal funds and apply for reimbursement of the amount allowable under this Part.

U5530 LOCAL MOVES

A member, who is ordered by the commanding officer of the installation concerned to vacate the (either Government or economy) premises on which the mobile home is located, is entitled to Government procured transportation or reimbursement for the expenses incurred (including temporary storage under par. U5555) for mobile home transportation to another site in the vicinity of the member's PDS. The reimbursable expenses include those necessarily incurred in making the mobile home ready for transportation, moving it to another location, and installing it at the new site (52 Comp. Gen. 69 (1972)).

U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Mobile Home Transportation When Dependents Travel in Advance of Member's PCS Due to Official and Personal Situations. A member entitled to HHG transportation under pars. U5370-B1; U5370-C; and U5370-D1, D2, D3, D7 and D8:

1. to a designated place in CONUS, or
2. from a point outside CONUS and Alaska to a designated place in Alaska,

is entitled to mobile home transportation to the designated place in CONUS or Alaska, as applicable, if the conditions in par. U5502 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The orders authorizing dependent transportation under par. U5240 also may authorize HHG/mobile home transportation and should specify under which of the above cited subparagraphs in par. U5370 the transportation is authorized. After a mobile home is shipped incident to the advance transportation of

dependents, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.

1. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the overseas PDS to the designated place. For example: Dependents early return from Hawaii. 1,000 pounds of HHG are shipped from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500 pound PCS weight allowance. Member's entitlement for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from Hawaii to Detroit.

2. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The cost to the Government for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from overseas, from:

- a. the member's last PDS in CONUS (or Alaska), or
- b. the port in CONUS (or Alaska) through which the member's HHG from overseas would be shipped to the designated place, whichever is to the member's advantage (see Example 1). (Exception: if a member owned a mobile home and was entitled to but did not move it to the last CONUS PDS while serving there, when the dependents advance return from the administrative weight restricted area, the mobile home may be shipped at Government expense from the point it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska.) The constructive Government cost for this mobile home transportation shall be based on the member's PCS weight allowance on the effective date of the orders from that station (see Example 2)).

EXAMPLE 1

Member was assigned to Fort Carson, CO and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500 pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. Member's entitlement for mobile home transportation is computed based on what it would have cost to move 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

EXAMPLE 2

A member was assigned to Fort Ord, CA and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were shipped from Fort Ord to Fort Carson and the mobile home was left in the Fort Ord area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The mobile home was left in the Fort Ord area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to Detroit. The member requests mobile home shipment from Fort Ord to Detroit. The member now has a 9,000 pound PCS weight allowance. 8,000 pounds remain on the weight allowance which may be shipped within CONUS on the early return travel authorization. Member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Ord and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from

Fort Ord to Detroit because the member was only entitled to 8,000 pounds when assigned from Fort Ord and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized shipment within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

B. Mobile Home Transportation Incident to Alert Notice. A member entitled to HHG transportation under par. U5370-F is entitled to mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5502 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, the measure of entitlement is in par. U5505-B1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than prescribed tour length) at a PDS, who has used the mobile home entitlement upon assignment to that station, is entitled to mobile home transportation at Government expense from the place the mobile home is located to the PDS, not to exceed the entitlement from the old to new PDS. The entitlement is limited to that situation when a tour is extended:

1. due to unusual circumstances, and
2. due to the needs of the Service.

This entitlement also applies if a member chooses not to move a mobile home to that PDS initially because of the anticipated short time of assignment there (B-208861, November 10, 1982).

U5545 MOBILE HOME TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. Member Officially Reported as Absent in Missing Status

1. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as absent for a period of more than 29 days in a missing status (see Appendix A.)
2. When Transportation Is Authorized. Transportation of a mobile home, for use as a residence by a dependent otherwise entitled to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the official designated by Service regulations when official notice is received that the member is absent for a period of more than 29 days in a missing status.
3. Additional Moves--Member Reported as Missing for More Than 1 Year. A mobile home transported under subpar. 2 may again be transported when the member has been officially reported as absent for a period of more than 1 year in a missing status, and the Secretarial Process determines the circumstances in the case justify an additional move. Also, if HHG were previously transported under par. U5370-G, a mobile home may be transported under this subparagraph.
4. Entitlement. A dependent authorized to transport a mobile home under this subparagraph is entitled to one or a combination of the following:
 - a. transportation by a transportation officer by Government or commercial means;
 - b. personally arranged transportation via a commercial transporter;
 - c. transportation by a means other than those specified in items a and b.

All transportation and incidental costs of moving a mobile home under this subparagraph shall be borne by the Government. The ceiling prescribed elsewhere in this Part is inapplicable. Any payment authorized by this subparagraph may be made in advance of the transportation.

B. Upon Death of Member. When a member with a mobile home dies while on active duty, one dependent of the member is entitled to the mobile home allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. the mobile home is to be used by the dependent as a residence at destination, and
2. mobile home transportation is completed within 1 year after the member's death, or
3. the mobile home is turned over to a transportation officer within 1 year after the member's death when transportation is to be arranged by the Government.

An extension of the time limits in items 2 and 3 may be authorized/approved by the Secretarial Process.

U5555 TEMPORARY STORAGE

A. General. Temporary storage is storage authorized with the transportation of a mobile home. This storage is cumulative and may accrue at place of origin, in transit, at destination, or any combination thereof. When storage facilities are unavailable at origin or at destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the period of actual storage governs, regardless of commercial billing practices. The temporary storage cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the measure of entitlement authorized. Except as provided in subpars. C and D, the member shall bear all temporary storage costs when a mobile home is placed therein under PCS orders and then not transported.

B. Time Limits

1. First 90 Days of Storage. A member is entitled to mobile home temporary storage at Government expense for 90 days with any authorized mobile home transportation. When a mobile home remains in storage after the initial 90-day period, all storage charges accruing after expiration of the first 90-day period shall be borne by the member unless additional storage is authorized/approved under this paragraph.
2. Storage After the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in temporary storage after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer or other officer designated by the Service concerned. Requests for authorization/approval of additional storage must be accompanied by the member's statement of all the facts in the case. Among the reasons for which additional storage may be authorized/approved are:

- a. serious illness of the member;
- b. serious illness or death of a dependent;
- c. directed TDY after arrival at PDS;
- d. nonavailability of suitable permanent location for mobile home; or
- e. acts of God.

C. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member on PCS orders, which are amended or modified before the member arrives at destination but after the date the mobile home has been released to a carrier or the Government for shipment or temporary storage, is entitled to the type of storage authorized under the original PCS orders until the effective date of the amended orders. Thereafter, the entitlement to storage shall be determined under the amended PCS order.

2. Orders Canceled or Revoked. A member on PCS orders, which are canceled or revoked after the date a mobile home is released to a carrier or the Government for shipment or temporary storage, is entitled to the type of storage authorized under the original PCS orders until the date of cancellation or revocation. Thereafter, the member is entitled to temporary storage with mobile home return shipment or delivery to an authorized place.

D. Further PCS Orders Issued After Member Arrives at New PDS. A member who receives further PCS orders after arriving at a new PDS, and whose mobile home is in temporary storage when the PCS orders are received, is entitled to a continuation of temporary storage (regardless of the time limit prescribed in subpar. B) until the effective date of the new PCS orders or for 180 days, whichever occurs first. Subsequent entitlement to storage shall be determined under the new PCS orders.

U5560 ADVANCE OF MOBILE HOME ALLOWANCES

Mobile home allowances may be paid in advance (see par. U1010-B4) when those eligible personally procure transportation (including necessary incidental expenses) of a mobile home. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to compute the maximum advance that may be paid. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance between the authorized points shall be determined by using the method the Service would have selected to move the member's HHG.

★ APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

[http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)

★ APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

[http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)

- j. Commander, U.S. Army Medical Command (MEDCOM), ATTN: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
 - k. Commander, U.S. Army Pacific (USARPAC), ATTN: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
 - l. Commander, U.S. Army Special Operations Command (USASOC), ATTN: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
 - m. Department of the Army, Army National Guard, ATTN: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFos.***
 - n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.
3. Navy:
- a. Military Personnel: Order-issuing officials;
 - b. Civilian Employees: Heads of Activities/ Commands or their designees.
4. Marine Corps:
- a. Military Personnel: Order-issuing officials;
 - b. Civilian Employees: Heads of Activities/ Commands or their designees.
5. Air Force:
- a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander;***
 - b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel;;
 - ★ c. 11th Wing on behalf of HQ USAF appropriate order-issuing official;
 - d. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For reserve units – Wing commander or equivalent, ***who may delegate no further than the group commander level.***
6. Coast Guard (Military Personnel): Order-issuing officials.
7. National Oceanic and Atmospheric Administration Corps: Order-issuing official.

8. Public Health Service: Director, Division of Commissioned Personnel, PSC, ATTN: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.

9. Unified/Specified Commands:

- a. Office of the Supreme Allied Commander Europe (OSACEUR): Executive/ Executive Assistant to the Supreme Allied Commander Europe, ATTN: SHG, APO AE 09705;
- b. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany;
- c. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
- d. Commander in Chief, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
- e. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
- f. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
- g. U.S. Atlantic Command (J8) (ACOM), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5773, Commercial (757) 322-5773;
- h. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
- i. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
- j. United States Southern Command (USSOUTHCOM), ATTN: SCCM, APO AA 34003.

10. Special Operation Commands:

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;
- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141.

11. Schools:

- a. Uniformed Services University of the Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;

APPENDIX M

REPORTING PROCEDURES AND COMMAND RESPONSIBILITIES - TRAVEL AND STATION PER DIEM ALLOWANCES FOR MEMBERS ON DUTY OUTSIDE CONUS

A. Purpose of Reports. The reports required by this Appendix provide the data needed to establish or adjust housing, cost-of-living, and travel per diem allowances outside CONUS.

B. Responsibility for Reports. The senior officer of the Uniformed Services in each country has overall responsibility for the quality and timeliness of reports for that country. (*Note: "country," as used in this appendix, also applies to States, territories or possessions of the United States.*) The senior officer will:

1. Formally appoint an allowance coordinator for the country to work with the PDTATAC on allowance matters and with in-country activities required to prepare reports. Provide coordinator's commercial and DSN telephone numbers (voice and FAX).
2. Provide a copy of the country allowance coordinator's appointment letter (a sample is provided on page U(M)-15) to the address in par. E.
3. Ensure the country allowance coordinator has the following attributes:
 - a. is a good leader and motivator. In many cases the coordinator will have to depend on individuals at other duty stations to collect data.
 - b. has sufficient authority. Occasionally, personnel at other duty stations may not cooperate when surveys are requested.
 - c. is a good communicator. Coordinators will need to train individuals to conduct surveys at other duty locations.
 - d. has experience in conducting surveys. (This is desirable rather than mandatory.)
 - e. will be on the job for more than one survey

cycle. Frequent turnover can result in inferior reports.

4. Solicit the support of other commanders to designate local survey coordinators to work with the country allowance coordinator to prepare timely, high-quality reports.
5. Resolve differences between commands or Services in a reporting area which impede the preparation of timely, high-quality reports.
6. Ensure required reports are properly prepared and forwarded to PDTATAC by the due date. If parts of the report must be delayed, completed parts should be forwarded and the cover letter should indicate when delayed reports will be provided.
7. Report changes in economic conditions or other factors which substantially alter the cost of living in the country. Supporting data should also be provided.
8. Ensure commanders do not establish policies which direct members to rent either above or below published rental allowance ceiling levels.
9. Ensure commanders advise members that station and travel per diem allowances are subject to decreases as well as increases based on foreign exchange rate fluctuations and PDTATAC review of cost data.

C. Responsibility of Country Allowance Coordinator. The country allowance coordinator ensures that:

1. A list of all duty stations for the country is kept on file. It should include the office and individual responsible for providing annual survey data, when required, to the country allowance coordinator.

2. Copies of at least the two prior cost-of-living allowance reports are maintained in country allowance coordinator's files and local survey coordinator's files, if such reports are required by par. G.
3. Copies of forms and instructional materials are provided to local survey coordinators.
4. Local survey coordinators receive appropriate survey training and maintain appropriate records.
5. Local survey coordinators do not distribute an excessive number of Living Pattern Questionnaire survey forms (see par. G8) when such a survey is conducted.
6. All housing and cost-of-living reports for a country are consolidated and forwarded along with a cover letter to PDTATAC (see address in par. E). The letter should be signed by the senior officer (see par. B6), or designee, and should include at least the following, where appropriate:
 - a. duty station changes (new, deleted, name changed). This is especially important for housing reports. For new duty stations, provide name as well as description of geographic location;
 - b. any recommendations to revise the existing locality listings in Appendix B, J or K. Recommendations to consolidate or separate localities should include justification;
 - c. the "Living Pattern Survey Control Sheet" (see page U(M)-16) completed for areas which conducted a living pattern survey (see par. G8h);
7. Currency reports are provided as required. For some countries, PDTATAC uses reports provided to the Department of State or by Regional Administrative Management Centers (RAMCs). If the rate reported by those sources is at variance with the rate being obtained by a majority of Service members in country, daily reports should be provided to the following message address:

PER DIEM TVL AND TR ALWS COMTE
ALEXANDRIA VA

D. Senior Officers/Commands Responsible for Country Reports

(Report changes to the address in par E.)

PDTATAC periodically conducts an in-depth two day training session for overseas military allowance points of contact (PoC). The adequacy of allowances can be reflective of the dedication of the PoC and the support given to the PoC by the local command structure. The training complements this effort by providing a working knowledge of the allowances, survey techniques, and results in accurate and complete allowance reports.

The Senior Officer in country, as defined in this Appendix, should plan for new country allowance coordinators to attend one session. This is especially helpful just prior to conducting cost surveys within country.

- ★ Sessions are held at the PDTATAC, at 2461 Eisenhower Avenue, Hoffman Bldg 1, Alexandria, Virginia. For scheduling attendance, contact Ms. Holly Siewald at (703) 325-1418 or DSN 221-1418, FAX (703) 325-2945, E-Mail: siewald@perdiem.osd.mil.

<u>Locality</u>	<u>Senior Officer/Command</u>
Alaska	COMALCOM (Responsibility for all reports delegated to 11th Air Force, Alaska)
American Samoa	Coast Guard Liaison Office, Pago Pago
Antigua and Barbuda	U.S. Naval Support Facility, Antigua
Argentina	USMILGP, Buenos Aires